TEST INFORMATION GUIDE

This test information guide provides a summary of concepts that are tested on the multiple-choice examination for the **Clerical Trainee** job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

I. WRITTEN INSTRUCTIONS (24 Questions)

Employees in this job often receive written instructions to accomplish many tasks. This section is designed to test your ability to read written instructions and correctly answer questions related to each set of instructions. Written instruction passages include:

- Personnel procedures;
- Travel directions;
- Registration procedures.

II. ENGLISH USAGE (12 Questions)

Communication is a significant part of this job. Employees must have the ability to use correct grammar in speech and in writing in order to obtain and provide information in a clear and accurate manner. This section of the exam tests your knowledge of English grammar and syntax. Test questions require the identification of the one sentence from a group of four that represents the best use of English. Question topics include:

- Correct forms and use of verbs;
- Correct use of modifiers;
- Agreement-subject/verb, singular/plural, pronoun/antecedent;
- Contractions.

III. ALPHABETIZING (6 Questions)

Employees in this job must be able to review records and documents and determine the proper alphabetic order in which these materials are to be filed. Test questions presented in this section ask you to:

- Determine where a particular name should be filed within a group of similar names.

IV. NUMERIC FILING (6 Questions)

Employees in this job are responsible for classifying and filing material such as documents and records. In order to successfully perform this task it is necessary to possess the ability to place documents in sequential order according to control number, invoice number, date, purchase order number, etc. Test questions in this section require you to:

- Place numeric data in the proper order from lowest to highest;
- Determine where a particular number should be filed within a group of numbers.

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V. ERROR RECOGNITION (12 Questions)

Employees in this job must be able to recognize errors in order to perform tasks such as proofreading data, names, dates, etc. The ability to recognize errors in written documents is necessary for successful job performance. Test question topics include recognizing errors in:

- Spelling;
- Punctuation;
- Capitalization.